**Willow Grove Mill Board Meeting Minutes: 2/21/16 – 6:30pm**

Attendees: Aaron Blythe, Joyce Kidd, Jackie Brown, Brian Yarborough and Tony Tagliaferro

1. Aaron Blythe motioned to approve meeting minutes from 1/27/16 Board Meeting and Joyce Kidd seconded the motion. Minutes approved for 1/27/16 Board Meeting.
2. Board members reviewed dates for upcoming mailings and notices including:
	1. Initial assessment notices – mail 4/8/16 (30-days post budget meeting)
	2. Assessment due date – 5/9/16 (30-days post assessment mailing)
	3. Delinquency notices – 6/19/16
	4. Begin delinquent filings – 7/19/16 (30-days post delinquency notice mailing)
3. Brian Yarborough turned over invoices for State Farm HOA insurance policy and Appoquinimink School District for use of Brick Mill Elementary School for 3/8/16 meeting.
	1. State Farm Insurance Invoice: $537.00
	2. Appoquinimink School District: $82.52
4. The board discussed the requirement to file taxes for the 2015 year which is due in March 2016.
	1. Tony indicated he had obtained the Form 1120 needed for filing HOA taxes.
	2. State franchise tax must be filed by 3/1/16 – Print form from state website, possible $25 fee for filing. Update to be provided at next board meeting.
	3. Aaron mailed the change in registered agent form on 2/19/16.
5. Aaron raised the need to identify an attorney to represent the HOA.
	1. Tony indicated he had worked with Dominic Balascio of Parkway Law LLC in Middletown and would contact him for pricing information.
	2. Joyce indicated she would stop by the law office on Main St. in Middletown to see if they were a viable option for representing an HOA.
6. Aaron reviewed a draft of the architectural review procedure based on the format the community of Dove Run Estates uses. This format details the architectural review process including:
	1. Governing Rules
	2. ARC Engagement
	3. ARC Enforcement
		1. Aaron will review the procedure in detail during the next board meeting. The board discussed having a sign-up sheet available at the 3/8/16 meeting to obtain volunteers interested in being part of the architectural review committee.
		2. The procedure would be posted on the website once approved by the board.
7. Aaron will contact the Town of Middletown Public Works to establish the ARC process in conjunction with town permit approval processes. This will allow the town to gain HOA approval prior to approving a project plan for a homeowner of WGM.
8. The board turned to discussing the preparation for the 3/8/16 budget meeting.
	1. Brian to create sign-in sheets using the deed register data from the notice mailing.
	2. Brian to create ballot forms and produce copies
		1. Format of 6-8 ballots per page
		2. Include options “A” and “B”
		3. Draft to be sent to board for approval prior to printing
	3. Discussed dividing homeowner lists into 3 lists to aid in sign-in process. Brian will sort alphabetically by last name.
	4. Turned over 5 pieces of return mail marked either “vacant” or “undeliverable”. Jackie and Joyce to hand deliver if homes are occupied.
	5. Discussed placement of 2 signs at each entrance point of the neighborhood.
		1. Brian to place signs starting 2/27/16.
9. ARC Review
	1. Aaron motioned to approve deck review submitted for 118 Plymouth Place. Tony seconded motion. Motion was approved for the deck review.
10. Aaron discussed the HOA interacting with Corporal Saunders of the Middletown Police Department as part of the Community Outreach Group. This group includes non-profits but initial communication unclear on purpose. The board agreed on engagement of MPD for future meetings and community updates.
	1. The board discussed obtaining a clearer copy of the deed restrictions to post to the website since the copy posted is tough to read due to it being a copy of a copy. Jackie and Aaron will check on clearer copies available.
11. The board reviewed and discussed upcoming dates and tasks:
	1. 2/28/16 – Budget meeting presentation review.
	2. 3/6/16 – Final budget meeting presentation review.
	3. 3/13/16 – Next monthly board meeting to be held at 6:30pm with location at Tony’s home. Joyce will be away and unable to attend.
12. Brian reviewed cost of insurance policy with the board and the board agreed to split the expense amongst board members to reduce burden until assessment funds are collected.
	1. Initial expense of $537 + March - May 2016 = $1,339.50 or $267.90 per board member.
13. Aaron motioned to adjourn the meeting and Tony seconded the motion. Meeting was adjourned at 7:42pm.